

# Policies for the Office of Student Financial Aid

## Subject Other Grants and Contracts (R-2)

*Office of Student Financial Aid/Scholarships*

August 2015

Page 1 of 2

The purpose of this policy is to insure the External funded awards are processed and distributed with the necessary controls. This policy has the further purpose of formalizing those procedures used by the University in coordinating with outside agencies, disbursement to student accounts and reconciliation's of accounts. This program shall be administered through the Office of Student Financial Aid with the concurrence of the respective external organization and NSU Business Affairs Office. The Director of Student Financial Aid shall be responsible for the Development and implementation of procedures to assure compliance with this policy.

### **B. Federal Grants and Contracts**

#### **1. Grants and Contracts Awarded to the University**

Federal grants and contracts awarded to Northwestern State University shall be managed by the NSU Business Affairs Grants and Contracts Office. If any federal grant and/or contract allow for cash stipends or tuition payment, the project director shall coordinate all stipends and/or tuition payments to student through the Office of Scholarships. Federal grants and/or contract funds will not be disbursed by the Office of Scholarships without approval by the Project Director.

#### **2. Grants and Contracts Awarded to the Students**

Federal grants and contracts awarded to students shall be managed by the Office of Scholarships and corresponding outside agency. The outside agency shall be responsible for certifying these students eligible for these programs. The Office of scholarships shall verify eligibility with the outside agency and prepare billing to the specifications of the outside agency. Examples of these types of grants and contracts are Work Investment Act, Veteran's Administration Chapter 31 and Bureau of Indian Affairs. Other types of federal grants and contacts may be accepted by the university once the outside agency has established contact with the university. These awards will be disbursed within the guidelines of the outside agency.

#### **External Billing**

This procedure outlines the method of invoicing individuals, vendors, organizations, etc. For monies owed to the University for Student's Scholarship and the method of monitoring these invoices after issuance.

Before an invoice can be prepared and aid processed, written authorization must be given by the vendor indicating exact details of what will be paid (tuition, fees, room & board, books, etc.).

Effective with spring 2012

Upon receipt of written authorization the students account shall be credited with the appropriate amount. Some accounts are exempt from this policy

**Policies for the  
Office of  
Student Financial  
Aid**

**Subject**  
**Other Grants and Contracts  
(R-2)**

*Office of Student Financial Aid/ Scholarships*

August 2015

Page 2 of 2

**The Northwestern State University invoice should consist of the following:**

Invoice Number

Date

NSU's Campus Wide ID Number

Account number(s) and object code where revenue is deposited upon receipt

Scholarship Subcode for Vendor

Contact person

Students Name and Campus Wide ID Number

Charges for each student broken down by description (if book charges are to be paid by vendor, students will be responsible for turning in receipts to vendors)

Total Amount Due

Semester for which invoice is due

Signature of Preparer

Invoices will be posted to the [Vendor Log](#)

**Copies of invoices are as follows:**

Forward remittance copy to Vendor

Maintain Scholarship copy in Outstanding Invoice file

When payment is received via EFT, check or credit card, the payment is matched with scholarship copy of invoice.

Departmental deposit is made in accordance with University Policy.

Invoice is packaged with account number, account name, subcode, deposit number and date, check amount, and student information.

Payment received is indicated on the vendor log.

Paid invoices are filed in the vendor folders.

All outstanding and past due invoices are monitored and delinquency letters are sent to Vendors.